



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

RE-SOLICITATION NUMBER: 72068520R00005

ISSUANCE DATE: July 1st, 2020

CLOSING DATE: July 21, 2020 - 5:00 p.m. (Senegal time)

**SUBJECT: SOLICITATION FOR A U.S. PERSONAL SERVICES CONTRACTOR -
PROGRAM OFFICER - SAHEL REGIONAL PROGRAM OFFICE, SENEGAL**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from U.S. citizens qualified, to provide personal services under contract as described in this re-solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this re-solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This re-solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Chadwick Mills
Deputy Regional Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72068520R00005
- 2. ISSUANCE DATE:** July 1st, 2020
- 3. CLOSING DATE/TIME:** July 21, 2020 - 5:00 p.m. (Senegal time)
- 4. POINT OF CONTACT:** Recruitment team, usaiddakar-hr@usaid.gov
- 5. POSITION TITLE:** Program Officer – Sahel Regional Program Office, Senegal
- 6. MARKET VALUE:** GS-14 (\$92,977 – \$120,868 per annum) *(Final compensation will be negotiated within the listed market value.)*
- 7. PERIOD OF PERFORMANCE:** Immediate upon receipt of security/medical clearances *(The duration of the US Personal Services Contract will be for six (6) months)*
- 8. PLACE OF PERFORMANCE:** Dakar, Senegal if commercial flights are available. Otherwise, telework from home of record.
- 9. ELIGIBLE OFFERORS:** Open to U.S. citizens
- 10. SECURITY LEVEL REQUIRED:** Facility Access
- 11. STATEMENT OF DUTIES:**

Basic Function of the Position

The USAID/Senegal Sahel Regional Program Office (SRPO) is seeking the services of an off-shore U.S. citizen to provide assistance as a Program Officer under a Personal Services Contract (PSC) for a period up to six months on or about September 1, 2020. The Program Officer will provide assistance to the SRPO on a broad range of Program Office responsibilities, including strategy, budget, procurement follow-up, monitoring and evaluation, and reporting requirements such as the Operational Plan and the Performance Plan and Report (PPR). S/he may also serve on Technical Evaluation Committees on an as needed basis.

The Sahel Regional Office comprises the SRPO, the SRTTO, USAID's Office of Food for Peace (FFP), and the Office of Foreign Disaster Assistance (OFDA). The SRPO and SRTTO mainly support development activities in Niger, Burkina Faso, Mauritania, The Gambia, and Chad. Guinea Bissau and Cabo Verde currently have no activities, but if the need arises they are also within these offices' scope. The SRPO supports vital mission functions and is responsible for managing project design, performance monitoring, budget planning and execution, evaluating and reporting on foreign assistance activities, donor relations, and development outreach and communication.

USAID resilience efforts in the Sahel are focused around a set of complementary initiatives managed by SRO, FFP, and the SRTTO. The SRTTO manages Resilience in the Sahel Enhanced (RISE) Activity, the Bridge Activity, and the Sahel Development Partnership (SDP). Apart from these regional cross-border

initiatives country offices also carry out country specific activities that contribute to their countries' Integrated Country Strategies and strategic frameworks.

The incumbent will carry out a range of Program Office tasks aimed at supporting these regional and country specific activities to reach their objectives.

The Sahel today is marked by food and water insecurity, persistent poverty, poor governance, high population growth rates, and recurrent climate shocks and stresses that contribute to crises and can enhance vulnerability to conflict and violent extremism. USAID and the wider development community recognize that the pattern of repeated humanitarian crises over decades is partly because local populations lack the means to manage the risks they face and recover when a shock occurs. In addition, they are highly vulnerable because of poor health and nutrition status, extreme poverty, illiteracy, extended annual lean seasons, indebtedness, gender inequality, degraded natural resources, poor access to clean water, sanitation and health services, and low agricultural productivity - all exacerbated by persistent governance failures and the resulting weak enabling environment.

Shocks and stressors in the Sahel will become even more severe in the future. Climate projections indicate that rainfall will become more intense, unpredictable, and less frequent while average temperatures will increase, affecting the frequency and intensity of major droughts and floods in the Sahel and confounding the existing vulnerabilities in the region. Added to this are increased conflict and instability, rapid population growth, and a young age structure, where approximately half of the populations in Burkina Faso and Niger are below the age of 15. Together, these climate and non-climate trends are exacerbating existing vulnerabilities in the region.

In response to these dynamics, USAID is working in the Sahel region to build resilience, defined as “the ability of people, households, communities, countries, and systems to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth.” In short, resilience is the ability to manage adversity and change without compromising future well-being. As this suggests, resilience is a necessary condition— or set of capacities— for reducing and ultimately eliminating poverty, hunger, malnutrition, and humanitarian assistance needs in the complex risk environments in which USAID works and in which poor and chronically vulnerable people live.

The RISE project was developed in 2012 to implement USAID’s resilience programming in Niger and Burkina Faso. The second phase, RISE II, continues the same efforts, but with a refined approach. The RISE II goal is that: Chronically vulnerable populations in Burkina Faso and Niger, supported by resilient systems, effectively manage shocks and stresses and pursue sustainable pathways out of poverty. This goal statement reflects USAID’s key priorities – that vulnerable populations and individuals need to be the actors in their own development, that supportive systems (including but not limited to health, natural resources management, early warning and response, and governance systems) are essential to their success, that shocks and stressors are central contextual factors that must be explicitly addressed, and that RISE success will be measured by the extent to which targeted communities are able to sustainably progress to a higher level of well-being.

Bridge represents an innovative project that explicitly and intentionally aims activities at the nexus of violent extremism and resilience. Bridge developed from USAID’s recognition that many development challenges serve as ‘push’ factors potentially driving the most vulnerable toward extremist groups that offer fulfillment of critical unmet needs (e.g. income, justice, identity, purpose, etc.). In an effort to

better understand the myriad influences affecting stability and development in the Sahel, USAID, in collaboration with the U.S. Special Operations Command (SOCOM) and the Department of State, undertook a table-top analytical exercise called “The Development Game.” This led to USAID/West Africa (USAID/WA) and SRO creating a joint strategy and shared results framework for addressing the identified drivers of violent extremism in the Sahel with traditional, shorter-term countering violent extremism programming as well as an explicit emphasis on addressing key development/resilience factors. Bridge operates primarily in Burkina Faso and Niger, and to a lesser extent in Chad and Mauritania.

The SRO Office is currently working with the USAID West Africa Regional Mission to develop a joint Regional Development Cooperation Strategy (RDCS) to be completed by December 2020.

DUTIES AND RESPONSIBILITIES

Major Duties

The incumbent’s primary purpose is to support the SRPO with the broad range of Program Office related tasks and responsibilities. The incumbent will support the SRPO and other staff regarding issues affecting SRO’s current portfolio including programming, planning, budgeting, procurement, implementation, monitoring and evaluation. Under the direction of the Supervisory Program Officer, the incumbent will support the SRPO through a variety of other assigned tasks and will respond to urgent information requests and action items as needed. The incumbent will also assist the Supervisory PO on program budget formulation, tracking, and reporting.

Overall the incumbent is expected to apply a broad knowledge of the U.S. Government and USAID regulations and procedures; and, program and sector planning and design based on a comprehensive understanding of Agency objectives and requirements and the SRO’s priorities.

S/he will prepare and contribute to reports and other presentations on program planning and evaluation. S/he will interpret and provide guidance on the application of the Agency and the mission program planning procedures and requirements to USAID staff members and assist with the analysis, the design and planning of program and project proposals.

The incumbent will participate in broad development assistance assessments, program design, results framework development, and monitoring and evaluation planning. S/he will provide guidance to technical teams and/or other groups; coordinate information and build consensus from various offices, bureaus, and USAID staff supported by SRO; provide support in the preparation for Congressional briefings and draft responses to congressional inquiries; reviews and analyzes quantitative and qualitative data.

The incumbent will apply critical thinking and detailed analysis in contributing to reports, strategic planning documents and evaluations for internal and external audiences, including operational plans and performance reports.

Specific responsibilities may include

- Serves as subject matter expert on USAID’s agency-wide programming principles.
- Contributes to the development of the RDCS.

- Supports Program Office excellence and ensures a customer service-oriented engagement with field, front, technical and support offices.
- Actively collaborates with SRPO and SRTO staff to identify and leverage opportunities, respond to challenges, and solve problems.
- Supports SRO's overall monitoring, evaluation, and learning processes.
- Supports SRO in preparing annual reports (e.g., Operational Plans; Performance, Plan and Reports; Congressional Budget Justifications; and other required documents).
- Reviews and edits a wide range of documents before they are reviewed by the Supervisory Program Officer.
- Provides support to SRO's annual program budget, applies development and budget management knowledge and understanding to support budget and project planning processes.
- Supports the CLA Agenda and Mission Portfolio Reviews.
- Producing high-quality material, including reports, memos, or briefers.

Position Elements

Available Guidelines: The Program Officer is required to understand Agency-specific policies and procedures which govern program activity management, in addition to the USAID/Senegal established administrative operating procedures, policies and formats Automated Directives System (ADS). Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the activities of the Mission, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Program Office team members, technical teams, support teams such as Financial Management, Executive Office, Procurement Office and Regional Legal Advisor, and counterparts in USAID/Washington are available as resources to provide advice and guidance.

Scope and Effect: The incumbent is expected to support the SRPO and other staff regarding issues affecting SRO's current portfolio including programming, planning, budgeting, procurement, implementation, monitoring and evaluation.

Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment and ingenuity to interpret the intent of guides in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

Personal Contacts: The employee will work closely with the Supervisory Program Officer, Finance, Program, Technical, Assistance and Acquisition offices for the purpose of providing overall support regarding issues affecting programming, planning, development, budgeting, procurement, implementation, monitoring, managing for results, accelerating USAID Forward implementation and procurement reform of USAID development assistance activities across the Mission's area of responsibility. In addition, the incumbent will work likewise with country offices.

Degree of responsibility for decision-making: A high degree of independent judgment is required to support office staff and technical teams on policies and practices related to program budget formulation, tracking, and reporting.

Level of management expertise in host-country offices: The employee is expected to have broad knowledge of the economic and political environment. Sound expertise and knowledge of development projects in Africa is required.

Level of work of assignments: High-level technical, policy and programmatic. The level of analysis for accomplishing work is high and will require original and unique thought to streamline programming in SRO.

Level of supportive work in a professional or administrative field: A high level of supportive programmatic work will be required. This includes programming, planning, development, budgeting, procurement, implementation, monitoring, evaluation, and managing for results. Level of knowledge or experience required to perform work assigned: Professional experience in project design and implementation, and monitoring and evaluation in USAID is required. Specifically, knowledge of U.S. Government laws, policies, ADS regulations and procedures related to international development assistance. Knowledge of USAID's strategic program and project development process and the principles of sound program oversight, budgeting and reporting, monitoring and evaluation, assistance and acquisition is required.

Work environment: It is likely that this position will require some level of telework and the PSC is required to provide their own computer or laptop, printer and other similar supplies and materials that would be needed to successfully telework as needed.

Supervisory Relationship

The Program Officer does not have regular supervisory responsibility.

Supervisory Controls

The incumbent will report to the Supervisory Program Officer for the Sahel.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED

a. **Education:** Bachelor's degree in economics, public or business administration, political science, international relations or related field is required.

b. **Work Experience:** A minimum of 10 years of professional experience in project design and implementation, and monitoring and evaluation, preferably for U.S. Government agencies is required.

c. **Knowledge:** Knowledge of U.S. Government laws, policies, regulations and procedures related to international development assistance. Working knowledge of development project design as well as the principles of sound program oversight, budgeting and reporting, monitoring and evaluation, and assistance and acquisition is required. A working knowledge of the West Africa region, its institutions, and peculiar development challenges. Demonstrated ability to work across multiple technical sectors is required.

d. **Language Proficiency:** Level IV (fluent) in English and Level II (medium) French.

e. **Skills and abilities:** Excellent written and oral communications; analytical; management; and interpersonal/teamwork skills required. Computer skills, including the development and management of spreadsheets, tracking systems, etc., and the ability to interpret, organize and present data to a variety of audiences. Proven ability to mentor USAID staff in program development and management skills required. Ability to work in teams is necessary.

III. SELECTION AND EVALUATION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Applicants meeting the required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

Evaluation factors

Work Experience and Knowledge: 40 points

Skills and Abilities: 30 points

Communication Skills: 30 points

IV. SUBMITTING AN OFFER

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: usaiddakar-hr@usaid.gov **with the Solicitation number in the application submission.** **Note that applications from non-U.S. citizens cannot be considered.**

Qualified applicants are required to submit:

1. **A Cover letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
2. Applicants are required to provide a minimum of five (5) references within the last ten (10) years from the applicant's professional life namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
3. Offeror Information for Personal Services Contracts form **AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc. **Offerors are required to complete and sign the AID 309-2 form.**

PLEASE NOTE THAT INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award. Forms outlined below can found at:
<http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

A. BENEFITS:

- a. Employer's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase (pending a satisfactory performance evaluation)
- e. Eligibility for Worker's Compensation
- f. Annual and Sick Leave

B. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas):

- (A) Post differential (Section 500),
- (B) Payments during evacuation/authorized departure (Section 600), and
- (C) Danger pay (Section 650).

In lieu of the following DSSR allowances, Mission Director may authorize per diem in lieu of the following allowances in Dakar, Senegal only.

- (A) Temporary lodging allowance (Section 120),
- (B) Living quarters allowance (Section 130),
- (C) Post allowance (Section 220), and
- (D) Supplemental post allowance (Section 230).

VII. TAXES

USPSC are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the**

Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

END OF-SOLICITATION